

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 2, 2009

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; JAMES DONISON, SELECTMAN; KEITH R. LACASSE, SELECTMAN

TOWN ADMINISTRATOR: Naomi Bolton

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Frank Campana, Jan Snyder, John Rauscher, Neal Kurk

7:00 p.m. Chairman Clow called the meeting to order.

PUBLIC COMMENT – Mr. Frank Campana mentioned that the Board of Selectman will be setting the tax rate in the near future and asked if the Board has had any discussion regarding surplus and the use of the surplus to reduce taxes or tie it into the budget season to use it to offset some articles. Mr. Campana would like the Selectman to give the surplus money back to the taxpayers. Chairman Clow said things will be different this year because of the change in tax revenues, but they have not had the discussion yet. Chairman Clow said it has been several years since they have used surplus funds to cover a warrant article. Mr. Campana asked if the town revenue's were on track from what was estimated. Vice Chairman Butt said the Town Clerk's estimate is on track from what was projected.

Mrs. Naomi Bolton said they should be setting the tax rate next week; possibly Monday or Tuesday.

MANIFESTS

Chairman Clow moved, Selectman Lacasse seconded, to authorize the Board of Selectmen to sign Manifest and order the Deputy Treasurer to sign checks dated November 5, 2009. Passed 4-0-0

Accounts payable	\$284,525.28	(John Stark \$250,000.00)
Gross Payrolls	<u>\$46,311.69</u>	(Includes Spec. Detail, Taxes, Credit Union)
Total	\$330,836.97	

Chairman Clow asked Jan Snyder, if they are in a comfort zone with funds on hand. Ms. Snyder said she will be asking for a TAN next week.

2010 BUDGET DISCUSSION – Mrs. Bolton has not met with Carl Knapp or Chief Begin regarding their department's budgets.

Elections – Budget is up because there are three elections in 2010. Vice Chairman Butt commented on the smaller ballot size being a cost savings in printing. Vice Chairman Butt mentioned a \$3,000 savings in printing last year on the town ballot. He would like to know the cost per page to print the ballot.

Tax Collector – Overspent through October. Vice Chairman Butt said this budget represents cost increases that they do not have control over. Vice Chairman Butt asked about Title Deed search. Mrs. Bolton said they have to pay someone for this service. There are more liens due to unpaid taxes.

Finance Committee – budget carried forth

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Assessing – Mrs. Bolton said they are still waiting for some numbers, budget is still sustained. There are four contractual obligations within this budget. Vice Chairman Butt would like to know what computer updates and computer support represent. Vice Chairman Butt said they are spending \$85,500 with Avitar and asked if they should be evaluating if it would be cost effective to hire a Town Assessor.

Legal – Mrs. Bolton said she is not sure if this number can be reduced or not; they should know within a month or two. Chairman Clow said they haven't even restarted the police negotiations yet. Chairman Clow feels the \$54,000 budget should be adequate. It was mentioned that the Planning Board requesting legal opinion upfront is pretty common practice. It is hard to anticipate any upcoming legal issues and Mrs. Bolton feels the bottom line number for legal fees is in line for what can be anticipated.

Finance Administrator – With the exception of a one time expenditure of vacation time and bonus time paid out to employee the budget remains the same. Chairman Clow said they need to look at the fact there is a fund set aside for retirement and something like this should be part of that line and not part of the budget. Vice Chairman Butt said they can realistically see retirements in the near future. Selectman Donison asked about health insurance cost increases. Mrs. Bolton said the guaranteed percent increase for health insurance for the Town of Weare is 27.6% and she is currently looking for cost effective options. Chairman Clow said the projections have been off the past couple of years. Selectman Donison asked when they would know. Chairman Clow said April 2010. Mrs. Bolton said they can look into increasing co-pays. Mr. Kurk asked if the BOS had a plan to level off the retirement costs. Chairman Clow said they have had a warrant article in place for two years to put money aside. Chairman Clow said the personnel policy allows vacation time to be accumulated for years with no limit and that the revision of the policy insists that employees use their time so that high amounts of sick and vacation accumulation are not allowed. Mr. Kurk asked if there is enough money in the fund to cover expenditures for this year. There is \$22,000 in the fund at this time. One retirement is anticipated at a cost of \$16,000. If there is no money in the fund then the expenditure would have to come out of the operating budget.

Town Clerk – Maureen changed her insurance policy from family to a two person policy, decreasing the cost. Requesting \$2,000 for the restoration of documents, which has not been done in years. Restoration would involve scanning documents and placing them on a CD. The actual budget total has dropped because of the insurance change.

Selectman's Office – Change in salary and health insurance for the Town Administrator. Chairman Clow said they have had two audit's going on in the same year which increased the annual cost. The town does not have a multi year contract with the auditor's. Mrs. Bolton asked where the educational funds would be in the budget. Selectman Donison said to add a new line item. Mrs. Bolton will put together an education cost.

Cable Committee – no change

Trustees of the Trust Funds – no change

Land Use – placeholder at this time

Government Buildings – Wages for custodian is down \$200.00. Mrs. Bolton commented on needing to do something with the generator issue with the building because it is not working properly. The heating oil price needs to be calculated. Vice Chairman Butt will mention the generator issue to the Trustees to see if it would be a Capital Reserve item; if it does not meet the definition of a capital reserve item then they would have to put it on as a separate warrant article.

Cemeteries – Maintenance cost was lowered in anticipation of utilizing the county inmate community service program.

Insurances – no updated numbers at this time

Advertising and Regional Assoc – Mrs. Bolton increased advertising based on prior expenditures. She does not have updated cost of NH Municipal Association dues.

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Police Department – Paul King has not sent in his numbers yet. Chief Begin has submitted his budget numbers; but they have not been reviewed with Mrs. Bolton. Mr. Kurk asked what instructions were given to departments in submitting their budgets. Chairman Clow said they did not give departments a percent number. Mrs. Bolton said everyone was given a worksheet to figure what they needed for 2010.

Fire Department – Vice Chairman Butt would like more information on what the Fire Department is anticipating. Selectman Donison said last week they spoke about increasing the Fire Chief's salary. Jan Snyder said there is \$4,000-\$5,000 from the intercept line being taken care of by the Medic. There is an increase in fire hose maintenance and replacement costs. They are still waiting on fuel calculations. \$500.00 lawn care payment is monthly; contracted payment. Mrs. Bolton said they kept Fire Dispatch the same; Ray Eaton is checking with Goffstown and the number could change.

Code Enforcement – waiting for per gallon price on fuel - books and updates will be purchased.

Forest Fires – More permits issued due to the winter ice storm. Ray Eaton gets paid \$.50 for each permit issued.

Highway Department – Mrs. Bolton has not sat down with Mr. Knapp. The budget is down approximately \$20,000 from last year. The Board discussed collective bargaining and the probationary period. The Board discussed shop supplies and vehicle maintenance and the reduction in requested; need to check on this.

Street Lighting – Mrs. Bolton said she left the budget only.

Mrs. Bolton said they have not received revenues from all departments. Mr. Kurk asked if the Selectman have received information for revenues from the state. Vice Chairman Butt said they will look at this when they set the tax rate. Vice Chairman Butt said the tax rate will be figured based on revenues and necessities. Chairman Clow said this impact will hit the school budget worse than the town.

Animal Control – Electricity is based on usage. Wage increase affects Medicare and FICA as well.

Health – no information yet

Welfare – no information yet

PARCs – no changes over 2009

Library – no information yet

Patriotic Purposes – no change

Conservation – no change

Economic Development – no change

Mrs. Bolton said she received correspondence from Chief Begin that he will be looking for another full time officer.

Mrs. Bolton asked how the new officer would affect the collective bargaining. Chairman Clow said it would not be part. The Board said the amount in the special warrant article would have to match up in the operating budget.

Mrs. Bolton said she needs to meet with Mr. Knapp, Chief Begin and Christine Hague. The Board will discuss the budget again in two weeks. Vice Chairman Butt would really like to nail down the issue with the Fire Department. The Board will discuss the budget again on November 16. Mrs. Bolton said she would like some discussion with the Board regarding personnel. Chairman Clow said they should open up the discussion in non public.

ADMINISTRATIVE REPORT – Investment Policy - Jan Snyder reviewed minor changes she made with the Board of Selectman.

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Selectman Lacasse moved, Selectman Donison seconded to adopt the Investment Policy for the Town of Weare presented and dated November 2, 2009. Passed 4-0-0

CORRESPONDENCE – Chairman Clow said he received an email from the Tax Collector regarding the other town website causing some confusion. It was discussed the person who created the website has a right to keep the website up; it was created and paid for at the individuals expense. The website does say “official website.”

Selectman Lacasse moved, Selectman Donison seconded to ask the individual to close the website because it is causing some confusion. Passed 4-0-0

Chairman Clow said Merry Rice sent out a notice regarding the Town Report but it did not address the font, point size, having no letterhead and on plain paper.

Vice Chairman Butt said he would like to make sure they reach an agreement when it comes to putting the budget together and they are united. They need to discuss the issue of funding the Fire Chief. Vice Chairman Butt mentioned department heads putting together budgets with bare bones minimums and if they increase a line does that mean they have to decrease another line to ensure no increase in the overall budget. Selectman Lacasse said he will be taking a look at the fuel lines throughout all the departments. Vice Chairman Butt said they need to determine a dollar value for fuel and include it in the default budget as well. Selectman Lacasse said if they increase a line in the default budget he will be looking in the budget to see where to take that money from. Chairman Clow said there have been years in the past when the default number was actually larger than the proposed number in some lines. Vice Chairman Butt said with fuel they need to build something in besides the number of fuel today to carry them through the year.

Vice Chairman Butt said there may be some thing’s in the default that need to be adjusted due to purchase price/increases. Chairman Clow said they have to provide a level of service that provides safety. Chairman Clow said he would like to see the majority of the money used to increase the salary for the position of the Fire Chief come from other lines within that budget. Selectman Lacasse said last year so as not to raise the bottom line number, the Board moved funds from other budgets to compensate. Vice Chairman Butt does not feel any department has overused and does not want to take from them. Vice Chairman Butt said the only source to fund the Fire Department’s salary needs to come from that budget.

Jan Snyder said the Fire Department discussed increasing the cost of inspections but also discussed the new Fire Chief actually doing the inspections. Mrs. Bolton said she discussed the fee schedule with Ray Eaton and Chip Meany.

Chairman Clow moved, Selectman seconded to enter into non public session @ 9:40 p.m. pursuant to the authority granted in RSA 91-A:3II (a). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

Selectman Lacasse moved, Selectman Donison seconded to come out of non public session @ 10:12 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 4-0-0

Selectman Donison moved, Vice Chairman Butt seconded to seal and restrict the minutes of the non public session. Passed 4-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary